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NASA Procedural Requirements

NPR 1600.4Effective Date: August 01,
2012Expiration Date: August 01,
2017**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

Subject: Identity and Credential Management

Responsible Office: Office of Protective Services[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#)
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Appendix D: Subscriber Agreement

D.1 NASA Public Key Infrastructure (PKI) Subscriber Agreement (HSPD-12 compliant badge) (version 1.0, August 2007):

D.1.1 YOU SHALL READ THIS NASA PKI SUBSCRIBER AGREEMENT BEFORE REQUESTING, ACCEPTING, OR USING A NASA HSPD-12 COMPLIANT BADGE. BY SUBMITTING A REQUEST FOR A NASA HSPD-12 COMPLIANT BADGE, YOU ACKNOWLEDGE YOUR ACCEPTANCE OF THE TERMS OF THIS SUBSCRIBER AGREEMENT.

D.1.1.1 By submitting a request for a NASA HSPD-12 compliant badge you agree to use the badge and any related NASA PKI certificate and services only in accordance with this Subscriber Agreement, including:

D.1.1.2 Make true representation at all times regarding information in your HSPD-12 compliant badge request, related Public Key Certificate request, and other identification and authentication information related to a NASA PKI Certificate;

D.1.1.3 Use your badge exclusively for authorized NASA business such as to gain access to NASA facilities and/or systems;

D.1.1.4 Inform NASA within 24 hours of the loss of your badge;

D.1.1.5 Take reasonable precautions to protect your badge from loss, disclosure, modification, or unauthorized use;

D.1.1.6 Inform NASA within 48 hours of a change to any information included in your HSPD- 12 compliant badge request and related Public Key Certificate application;

D.1.1.7 Return the badge to NASA upon expiration, demand by NASA, or when you no longer require the badge, for reasons including job transfer, extended leave, resignation, or termination of employment. NASA HSPD-12 compliant badge contains a NASA Public Key Certificate suitable for providing authentication.

D.1.1.8 Failure to abide by NASA certificate policies and practices may constitute grounds for revocation of certificate privileges, and may result in administrative action and/or criminal prosecution under the computer fraud and abuse act (18 U.S.C Sec. 1030 (c)). NASA reserves the right to refuse to issue a NASA Public Key Certificate. Additional information regarding NASA Public Key Certificates is available at <http://nasaca.nasa.gov/docs.html>.

D.1.1.9 This agreement shall be governed by and construed in accordance with United States Federal law. NASA badges and Public Key Certificates are deemed Government supplied equipment, and as such, all users are bound by U.S. Federal law governing the use of Government provided equipment.

D.1.1.10 If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, all other provisions shall remain in force. Further information, including HSPD-12 badge applicant rights and responsibilities, is available on the Agency Web site at <http://hspd12.nasa.gov>.

D.2 Account Access:

The following statement describes your responsibility for using the badge for logical access to NASA computer assets: Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Federal law; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording, and I will have no expectation of privacy in my use of and content on these systems and the computer equipment. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution. (NPR 2810.1A, 11.3.3.2)

D.3 Statement:

I hereby certify that the information provided by me is true and correct to the best of my knowledge and belief. I certify that I am the individual described in the NASA badge request. I agree to maintain control of the badge at all times once my fingerprint activates it and upon receipt and to abide by the agreements above. Once issued to me, I will immediately notify the Center Protective Services Office (Security) if I discover that it is not under my control due to misplacement, loss, or other cause.

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